

# Total Workforce Management Services (TWMS)

*TWMS Self-Service Auto-  
Startup*

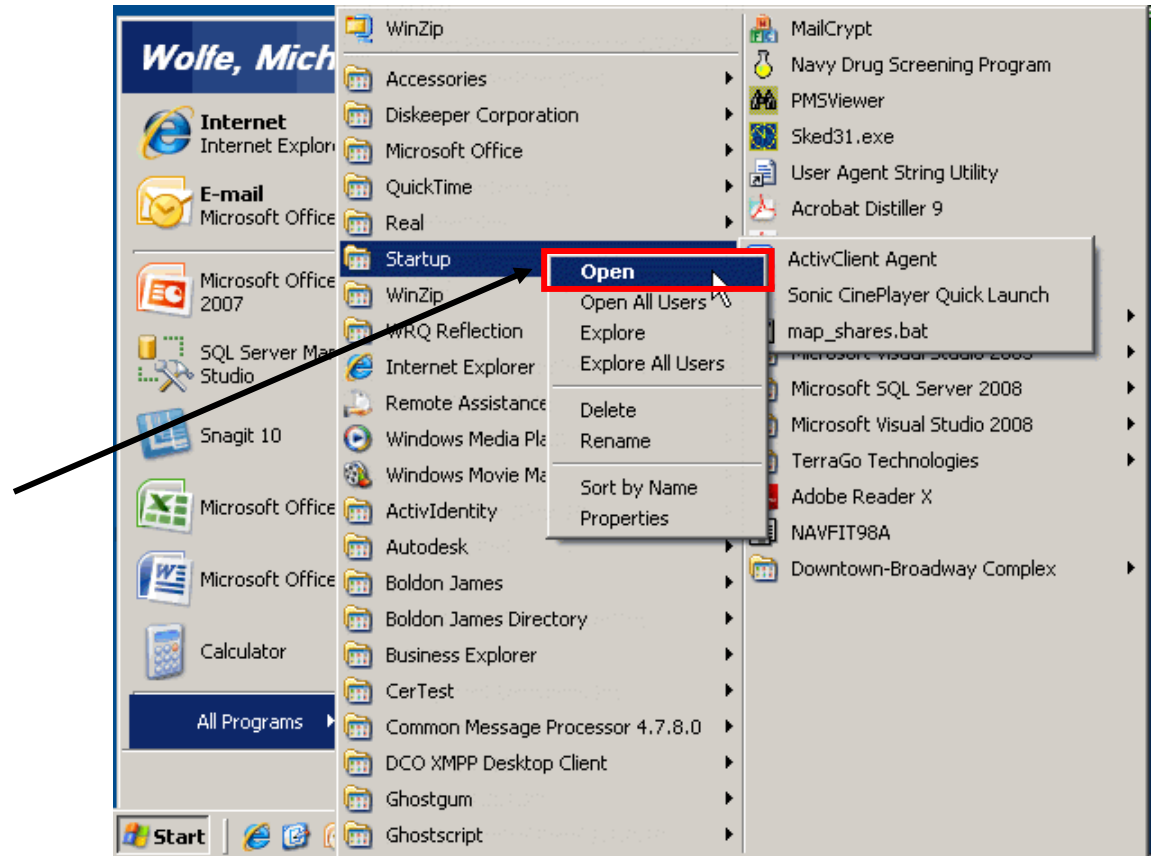


# TWMS Self-Service Auto Startup

If you would like to have your self-service in TWMS automatically open each time you login to your PC then please perform the following steps which only need to be done once. After you have finished, your TWMS Self-Service will open automatically the next time you login to your PC.

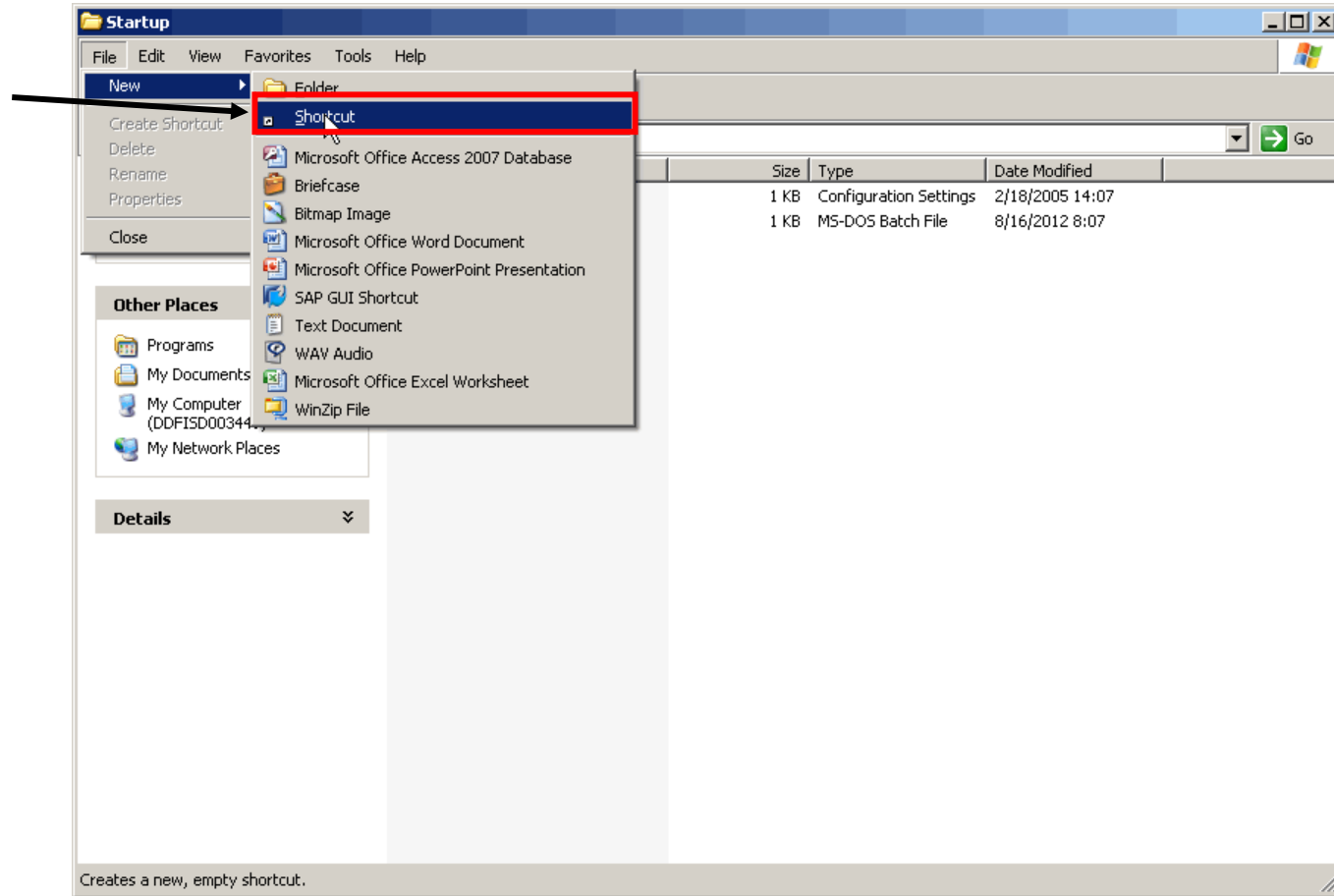
To setup your PC so your TWMS Self-Service will automatically open:

1. Click **Start** ▢ **All Programs**.
2. Find the **Startup** program and right-click the name with your mouse.
3. Select **Open** from the resulting menu.



# TWMS Self-Service Auto Startup

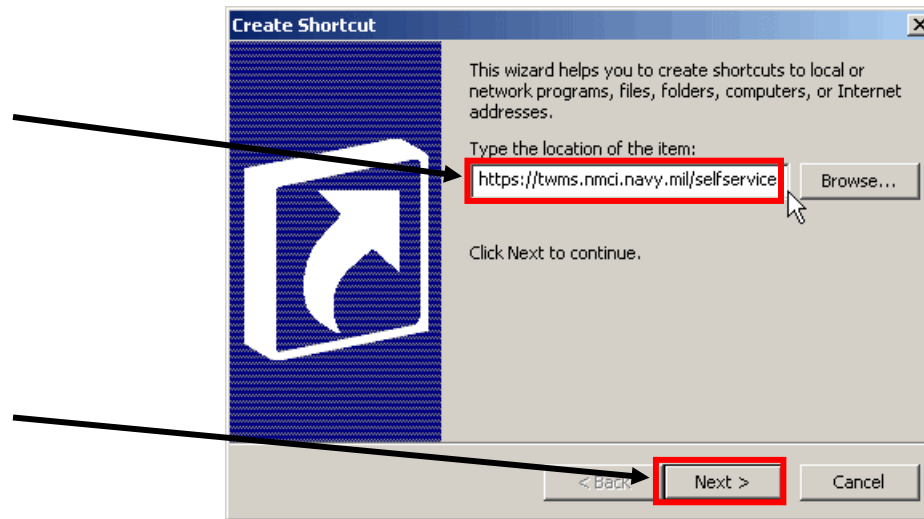
4. Click **File** ▢ **New** ▢ **Shortcut**.



# TWMS Self-Service Auto Startup

5. Copy and paste the URL shown below into the available field displayed in this new window.

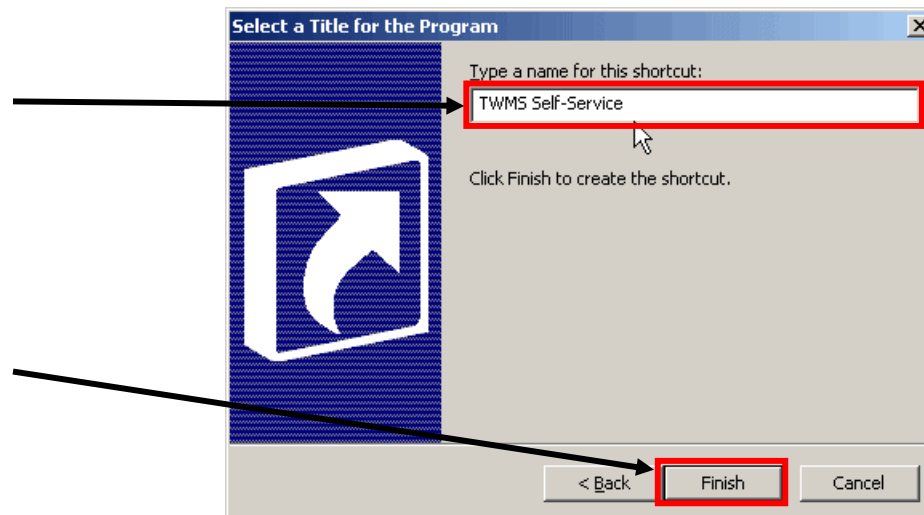
**`https://twms.nmci.navy.mil/selfservice`**



6. Click **Next**.

7. Type the name of your shortcut or copy and paste the one shown below.

**TWMS Self-Service**



8. Click **Finish**.